



EXECUTIVE BOARD MINUTES OF MEETING

Wednesday 19 September 2007
7.00pm at the Dukes Head, Putney, London

Present: James Beckinsale
Siobhan Brownlow
Lynda Chase
Claire Chapman
John Lunt
John Petrides
Alan Spelling

In attendance: Ebony Blake

Apologies: Fiona Ford

Minutes of Previous meeting

The minutes of the previous meeting held on 6 June 2007 were approved for signature by the Chairman.

Appointment of Secretary

Subject to election at the AGM, Claire Chapman was appointed secretary with immediate effect.

RDO replacement

EB informed the meeting that the RDO role had been advertised with application deadline date being 1 October 2007. JP confirmed that he had been invited to attend the interviews scheduled for 23 October 2007.

Action: 1. *Ebony Blake to chase up BTF for copies of CVs*
2. *John Petrides to circulate CVs to the Committee for information and comment, as appropriate.*

KPIs and Club Accreditation

EB confirmed that the KPI target was 7 clubs accredited by 7 April 2008. Currently 6 clubs have embarked on the accreditation process: Optima, Ful-On Tri, Crystal Palace & Serpentine for STARmark; SLH and Optima for Clubmark. SLH had nearly completed the Clubmark process. Jetstream may provide a 7th club and undertake the Clubmark accreditation process. It was noted that across all sports, the targets were proving difficult to meet, but that steps were being taken to facilitate the process, such as arranging for reduced costs of attendance at mandatory courses.

The status of and scope of the BTF grant was discussed. It was noted that Triathlon London will receive £8,050 from the BTF this year in 4 payments. £3,000 of this is allocated for club accreditation and the remaining £5,050 is a discretionary spend. To date we have only received one payment of around £1,800

Action: *Fiona Ford to present on the current budget at the next meeting.*

EB confirmed that of the other targets, these had been (volunteers) or would be (coaching). met. It was noted that no London club had achieved star mark accreditation which was largely due to the difficulties of meeting the requirement of hosting an event.

Action: Ebony Blake to discuss feasibility of swim/run events with clubs seeking star mark accreditation.

On club membership, the Committee noted that there was insufficient data available to validate the required metrics. It was agreed that the club co-ordinator role needed to be reviewed and whether there was merit in combining the club coordinator role with the coaching role as this may provide greater visibility into the club's requirements. JL suggested that Clubs be made aware that regional funding is available to assist with coaching progression beyond level 1.

Action:

- 1. Coordinator roles in general to be reviewed at the next Committee meeting.*
- 2. Pending that review, club coordinator role not to be renewed.*

Regional Equity Project Update

The Committee noted that despite informing the clubs as to the availability of the grant, only 1 club had submitted an application, East London Triathletes. This was reviewed the Committee.

It was resolved:

that East London Triathletes be granted the £800 award on the basis of the application submitted and that EB take all necessary action to notify East London Triathletes to confirm the award and make the payment.

Sport England Regional Coach Grant Update

EB confirmed that the process to support the grant and funding was underway and that the delivery plan would be submitted to Sport England by the 21 September 2007 deadline. Following that, the delivery plan would be reviewed and it was currently expected that funds would be released shortly thereafter. It was noted that the funds would be held centrally by the BTF. The coach line would be line managed by Mark Barfield but activities coordinated by the RDO. The current aim was to have the coach in place by December 2007.

Triathlon London Constitution

The Committee reviewed the Constitution and suggested changes to be recommended for approval at the AGM. The name of the region was discussed and it was noted that for consistency, the name would be Triathlon London.

Action: CC to update the Constitution and circulate for comments.

Triathlon London League

It was noted that the events for the League had now completed. SB suggested that the £2,000 FDA sponsorship money could be used as prize money for the League, but the Committee decided that prize money should not be awarded in the absence of a dedicated League sponsor for this year's event. It was agreed that a trophy (which was purchased last year) would be awarded for first place only.

It was noted that FDA sponsored nutrition packs may be available to hand out as prizes to League winners and mob match winners at the awards.

It was noted that the details of the sponsorship from FDA needed to be confirmed.

Action: CC to prepare sponsorship letter.

It was resolved:

1. that no prize money would be awarded;
2. trophies would be awarded for 1st place;
3. promotion of the League would be made in 220, Tritalk and Trinews;
4. Photographer would be present at the awards ceremony.

Regional Awards Shortlist

The Committee reviewed the nominations submitted for the regional and national awards and agreed the final names for submission. It was noted that as none of the clubs had the requisite accreditation, none were eligible for submission to the national awards but could be included in the regional awards.

Action: EB to submit the final list, subject to receipt of further submissions prior to the deadline.

Awards party

It was agreed that the awards party should be self funding, held in the Putney area and held on Friday 30 November 2007, with a back up date of Friday 23 November 2007.

Action: SB to source venue.

Pro Team's Involvement in Amateur Events

The distinction between clubs and teams was discussed and the impact on events. A London/South East region team championships was discussed. It was generally agreed that this would be received positively within the region, although it was noted that London had a strong contingent of unaffiliated triathletes and that their needs should also be considered.

*Action: 1. JP to propose that there should be a distinction between clubs and teams at the next Council meeting.
2. JL to submit a proposal for a London/SE region team relay event for review at the next Committee meeting.*

Tristar and IRC Report

A review of the competition was presented to the meeting and JB reported that there had been a significant improvement at the IRC event over last year and that the team had been competitive and achieved its placing goal going into the competition. It was noted that a top 5 placing was the goal for 2008. The Committee's thanks to JB and EB were noted.

For 2008, JB informed the meeting that he intended to submit a proposal for holding regular talented athlete training days, bringing together coaches and athletes from single sports as well as triathlon. It was agreed that the Junior Development Committee would need to be involved.

*Action: 1. JB to submit proposal for review at the next Committee meeting covering 2008 as well as a 3 year plan, with potential costings.
2. JB to report back from meeting on 25 September and on the link between swimming and triathlon.*

AGM

It was noted that the AGM was scheduled for 25 October 2007. It was agreed that the venue would be the Dukes Head, Putney and that the last date for issuing the notice of meeting was 3 October 2007.

*Actions: 1. CC to prepare draft notice of meeting and agenda for comment.
2. EB to issue notice of meeting.
3. EB to invite Jasmine Flatters to attend.*

AOB

EB presented an overview of Step into Sport.

Action: all to provide feedback by end of September.

An update on the BTF funding was requested.

Action:

- 1. JP to follow up and provide an update to the Committee.*
- 2. EB to provide details in respect of Sports Match.*

There being no further business, the meeting concluded at 9.45pm.